

Questions and Answers about the Staff Compensation Study

1. Will the staff compensation study result in anyone's salary being reduced?

No staff member's salary will be reduced.

2. How will the funds allocated for implementing the results of the staff compensation study be used? Who will receive increases, how will they be selected, and when will they receive the increases?

About 100 staff members whose salaries are below the new range minimums will receive lump sum salary increases in their June paychecks. This payment represents a pay increase retroactive to September 1, 2002. This is not a one-time adjustment but will increase the staff member's base pay.

The second stage of implementation for regular staff positions will take place this July, again giving priority to the lowest-paid staff members. After the 3% pool of funds for 2003-2004 salaries has been distributed, staff members with salaries below the new range minimums will receive additional increases to bring their salaries to the new minimums.

Implementation of study results for student staff positions will be managed within dedicated funding levels (Federal Work Study, State Work Study, and University funds). Results will be announced to supervisors of students in the coming months.

3. How does the new salary structure compare to the old structure?

It doesn't-the University is replacing one system, which has existed for more than two decades, with another. The new structure uses comprehensive local, regional, and national salary survey data to address market competitiveness.

4. Which positions were compared nationally, regionally, locally?

University positions were compared to like positions in the market where we recruit job candidates. For example, we recruit secretary candidates at the local level; we recruit for accountants regionally; and we recruited Library Director candidates with a national search. Milliman considered salary survey data for each of these positions based on the recruiting market.

5. How does the point-factor job evaluation process relate to the classification titles and salary ranges? How does each unique position fit within the scheme?

After the point-factor job evaluation process was complete, the jobs were separated into groups based on relative job "size." A salary range was established for each group based on the salary survey data. Within these groups, jobs that resembled one another,

those with similar responsibilities and functions, were assigned to the same classification. For example, secretary jobs have been assigned to the Administrative Specialist classification title. Classification titles were created by reviewing titles currently used within the University, in other colleges and universities, and in other employment settings. We selected those titles that best fit the Puget Sound culture.

6. What if I don't agree with the results of the compensation study as they relate to my position? Will there be a reconsideration process and how will it work?

Jobs are defined based on the needs of the University. The PDQ is the vehicle used to describe the job, not a staff member who is currently performing the job. Job descriptions are based on normal recurring required responsibilities, not extraordinary or unusual situations. University department heads, Milliman and the staff compensation study team agreed that the PDQ's completed by staff and supervisors were excellent. Because of the thoroughness and quality of the data used in the evaluation process, we don't expect many PDQ reconsideration requests.

Requests for reconsideration will be submitted by department heads to the division Vice President. Division vice presidents will submit their requests to Human Resources after September 1 and before October 15 of 2003.

7. Was a staff member's length of service with the University taken into account when the PDQ was evaluated?

The job evaluation process focuses exclusively on the job, not on the staff member who is in the job or her/his length of service.

8. Will newly hired staff members and staff members who have been in their jobs at the University for several years have the same wage rate?

Our first objective is to increase the salaries of the lowest paid staff members, and to ensure that every staff member's salary is at least the new range minimum. Because the resources available to implement the results of the study are limited, salaries for staff members with varying years of University service, whose positions are in the same classification, may be clustered at or near the minimum of the new salary range. As additional implementation funds become available, the next objective will be to move the salaries for experienced staff members toward the pay line.

9. Is there overlap in pay ranges between classifications? How were minimums and maximums of each range determined?

Yes, the salary ranges do overlap so that someone who is being paid at the top of one range may be earning more than another staff member who is being paid at the bottom of a higher salary range. The salary range minimums and maximums are determined based on the pay line numbers (the market data). The pay line numbers will be reviewed

annually in relation to the salary survey data and adjusted as necessary. If pay line numbers change, the minimums and maximums will change as well.

10. How will staff members' salaries move within the salary ranges in the future?

Changes in staff members' salaries will be made based on institutional funds available in the future for general salary increases and for compensation study implementation increases.

